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Approved For Release 2001/11/01 : CIA-RDP78-04836A000100040066-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 24 October 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 37, 18 October - 26 October 1960

1. Number in Clerical Orientation Training: During the week of 17 October - 21 October 1960, there were 17 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 17 October - 21 October 1960, there were 32 trainees in Clerical Induction Training; of these, 14 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 17 October - 21 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	11	2
Shorthand	6	1

(b) The results of the tests administered to clerical applicants for the week 17 October - 21 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	8	3
Shorthand	1	0

4. Auditing of English Usage Class: As the first step in auditing the Clerical Refresher course offerings, Mrs. [REDACTED] is attending the English Usage class. Mrs. [REDACTED] is the instructor.

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5. Instructor Completes Supervision Course: Miss Jane [REDACTED] completed the Supervision course on 21 October 1960. During her absence for training, Mrs. [REDACTED] taught the Shorthand Theory Review class.

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6. Filing Workshop Schedule: Plans are being made now for three Filing Workshops to be held in January 1961, the tentative schedule is as follows:

<u>Component</u>	<u>Date</u>	<u>Place</u>
DDS	16 January 1961	Room 501, 1016-16th St.
DDI	19 January 1961	117 Central
DDP	24 January 1961	Security Auditorium 1402, "I" Building

Instructors from Clerical Training will again work with members of the Management Staff in conducting these workshops.

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7. Transfer Date: It has been determined that [REDACTED] instructor in Clerical Orientation, will leave OTR to return to the DDP on 1 December 1960.

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Miss [REDACTED] a new instructor on that staff, will take over the Orientation lectures now handled by Mrs. [REDACTED]

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